BUREAU OF HIGHWAYS REQUEST FOR PROPOSAL

for

QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by March 11, 2005. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support Michigan Department of Transportation P.O. Box 30050 Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 to \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF AS-NEEDED TRAFFIC & SAFETY SERVICES **VARIOUS CONTROL SECTIONS** VARIOUS LOCATIONS

PROJECT LOCATION: {Various locations in Genesee and Lapeer Counties }

CONTROL SECTION, JOB NUMBER: {Various }

DESCRIPTION OF WORK: This project consists of as-needed work related to designing Maintaining Traffic Plans & Provisions, Pavement Marking Plans, Permanent Freeway and Non-Freeway Signing Plans, Traffic Signal Plans, Safety Studies, Traffic Operations Studies, and Traffic Signal Operations Studies.

I **Primary Prequalification Classification:**

Traffic Plans:

Maintaining Traffic Plans & Provisions

Pavement Marking Plans

Permanent Freeway Traffic Signing Plans

Permanent Non-Freeway Traffic Signing Plans

Traffic Signal Design

Traffic Studies:

Safety Studies

Traffic Operations Studies

Traffic Signal Operations Studies

II **Secondary Prequalification Classification:**

None

The anticipated start date of the service is April 2005.

The anticipated completion date for the service is [September 30, 2005].

DBE Requirement: [0].

MDOT Project Manager:

Name Kenneth L. Thorp Office Davison TSC Address 9495 E. Potter Rd. Davison, MI 48423

Phone # 810-653-7470

Etc e-mail thorpk@michigan.gov

I. SCOPE OF CONSULTANT DUTIES

Complete the design of this project including, but not limited to the following:

- A. Prepare staging plans and special provisions for maintaining traffic during construction.
- B. Prepare pavement marking plans and special provisions.
- C. Prepare traffic signal plans and special provisions.
- D. Prepare permanent signing plans and special provisions for non-freeway sign upgrading.
- E. Prepare permanent signing plans and special provisions for freeway sign upgrading.
- F. Provide solutions to any unique problems that may arise during the design of this project.
- G. Conduct Safety Studies, Traffic Operations Studies, or Traffic Signal Operations Studies.

II. PROJECT LOCATION

This work will be located at various locations within Genesee and Lapeer counties.

III. PROJECT DESCRIPTION

This project requires the vendor to be prepared to provide as-needed services for all work related to designing Maintaining Traffic Plans & Provisions, Pavement Marking Plans, Permanent Freeway and Non-Freeway Signing Plans, Traffic Signal Plans, Safety Studies, Traffic Operations Studies, and Traffic Signal Operations Studies.

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

IV. PROJECT CONSTRUCTION COST

At this time, the estimated project construction costs are unknown.

V. PROJECT SCHEDULE

The scheduled Consultant plan completion date for this project will vary depending on the authorization. The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

1,1011111111111111111111111111111111111	ogress report	5 .			
<u>Target</u>					
<u>Date</u>	Task #	<u>Description</u>			
	3390	Develop the Construction Zone Traffic Control Concepts			
	3540	Develop Construction Zone Traffic Control Plan			
	3551	Perform/Review Traffic Signal Operations Plan			
	3552	Develop Preliminary Permanent Pavement Marking Plan			
	3553	Develop Preliminary Non-Freeway Signing Plan			
	3554	Develop Preliminary Freeway Signing Plan			
	3821	Complete/Review Traffic Signal Plans			
	3822	Complete Permanent Pavement Marking Plan			
	3823	Complete Non-Freeway Signing Plan			
	3824	Complete Freeway Signing Plan			
	3830	Complete the Construction Zone Traffic Control Plan			
		Submit Final Plan/Proposal Package to MDOT for final review			
		Consultant Plan Completion: Final Construction Plan/Proposal			
		package with recommendations incorporated to MDOT (two			
		weeks after OEC Meeting)			
		Final Deliverables to MDOT			

VI. PAYMENT SCHEDULE

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

VII. MONTHLY PROGRESS REPORT

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to Kenneth L. Thorp, Project Manager. The monthly progress report shall follow the guidelines in attachment A.

VIII. FORMAT

Full size plans (cut size 24" x 36") and half size (cut size 11" x 17") consisting of plan sheets and profile sheets will be required. The Project Manager will inform the Consultant of the scale ratio to be used.

Other plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

- A. Project specific Special Details.
- B. Construction staging and traffic control plans.
- C. Pavement marking plan(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

IX. UTILITIES

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.

X. TRAFFIC CONTROL AND MDOT PERMITS

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Pam Sebenick, Utilities/Permits Section, Real Estate Division at (517) 373-7680.

XI. PRE-QUALIFICATION AND SUBCONTRACTING OF CONTRACT WORK

Any task(s) for which the Consultant is not prequalified must be completed by a Subcontractor that is pre-qualified for that task(s). Any questions regarding prequalification should be directed to Phil Brooks, Prequalification Manager, at (517)335-2514.

The Department's prequalification is not a guarantee or warranty of the subcontractor's ability to perform or complete the work subcontracted. The Consultant remains fully responsible to the Department for completion of the work according to the authorization as if no portion of it had been subcontracted.

All subcontractor communications with the Department shall be through the Consultant to the MDOT Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT Project Manager.

The Department may direct the immediate removal of any subcontractor working in violation of this subsection. Any costs or damages incurred are assumed by the Consultant by acceptance of the authorization. It is further understood that the Consultant's responsibilities in the performance of the contract, in case of an approved subcontract, are the same as if the Consultant had handled the work with the Consultant's own organization.

XII. CONSULTANT RESPONSIBILITIES (GENERAL)

- A. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
- B. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- C. P/PMS TASK 3390 DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS

See Consultant Manual Attachment A for details.

D. P/PMS TASK 3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN

See Consultant Manual Attachment A for details.

E. P/PMS TASK 3551 - DEVELOP/REVIEW PRELIMINARY TRAFFIC SIGNALS PLAN

See Consultant Manual Attachment A for details.

F. P/PMS TASK 3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN

See Consultant Manual Attachment A for details.

G. P/PMS TASK 3553 - DEVELOP PRELIMINARY NON - FREEWAY SIGNING PLAN

See Consultant Manual Attachment A for details.

- H. **P/PMS TASK 3554 DEVELOP PRELIMINARY FREEWAY SIGNING PLAN**See Consultant Manual Attachment A for details.
- I. P/PMS TASK 3821 COMPLETE/REVIEW TRAFFIC SIGNAL PLANS See Consultant Manual Attachment A for details.
- J, P/PMS TASK 3822 COMPLETE PERMANENT PAVEMENT MARKING PLAN See Consultant Manual Attachment A for details.
- K. P/PMS TASK 3823 COMPLETE NON-FREEWAY SIGNING PLAN See Consultant Manual Attachment A for details.
- L. **P/PMS TASK 3824 COMPLETE FREEWAY SIGNING PLAN**See Consultant Manual Attachment A for details.

M. P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN

See Consultant Manual Attachment A for details.

- N. Attend any project-related meetings as directed by the MDOT Project Manager.
- O. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- P. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

VENDOR PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement

Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent <u>on this project</u> in excess of forty hours per week. Any variations to this rule should be included in the price proposal

XIII. MDOT RESPONSIBILITIES (GENERAL)

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. The Plan Review
 - 3. Utility Meetings.
 - 4. Quantity summary sheets and final item cost estimates.
 - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Supply information on existing pavement structure as necessary.
- E. Coordinate any necessary utility relocations.
- F. Furnish pavement core information (Consultant shall place information on plan sheets).
- G. Furnish soil boring information as necessary (Consultant shall place information on plan sheets).
- H. Furnish diskette of file and instructions for the MDOT Stand Alone Estimator's Worksheet(SAEW).

ATTACHMENT A VARIOUS CONTROL SECTIONS VARIOUS LOCATIONS

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

Control Section 00000 Job Number 00000C Structure Number S00 Date 00/00/00

MONTHLY PROGRESS REPORT

A.	Work accomplished during the previous month.
B.	Anticipated work items for the upcoming month.
C.	Real or anticipated problems on the project.
D.	Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
E.	Items needed from MDOT.
F.	Copy of Verbal Contact Records for the period (attached).

Structure Number - Control Section - Job Number Route, Location Description

Design Schedule as of 00/00/95

LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual or Actua Start Dates	(Anticipated) al Finish Dates	Task	Task Description
00/00/00	00/00/00	00/00/00	00/00/00	??	Initial project meeting.
00/00/00	00/00/00	00/00/00	00/00/00	3330	Conduct Design Survey
00/00/00	00/00/00	00/00/00	00/00/00	3360	Prepare Base Plans
00/00/00	00/00/00	00/00/00	00/00/00		Submit Base Plans
00/00/00	00/00/00	00/00/00	00/00/00	3580	Develop Preliminary Plans
00/00/00	00/00/00	00/00/00	00/00/00	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	00/00/00	00/00/00	00/00/00	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3550	Develop Preliminary Traffic Operations Plan.
00/00/00	(00/00/00)	00/00/00	00/00/00	3351	Review & Submit of Preliminary Right-Of-Way Plans.
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of The Plan Review Package.
00/00/00	(00/00/00)	00/00/00	00/00/00		Completion of the Plan Review Meeting.
00/00/00	(00/00/00)	00/00/00	00/00/00	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	00/00/00	00/00/00	00/00/00	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	00/00/00	00/00/00	00/00/00		Consultant's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	00/00/00	00/00/00	00/00/00		Final Deliverables to MDOT

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
 - 1. During the last month we completed the Final Right of Way plans and submitted them to Thomas Nelson, Jr. on 05/01/99.
- B. Anticipated work items for the upcoming month.
 - 1. Submit the Preliminary Plans and related material on 03/11/99.
 - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 03/12/99.
- C. Real or anticipated problems on the project.
 - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
 - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
 - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
 - 1. Discussed bridge and ramp geometries with Tom Myers of M\$DOT Traffic and Safety Division on 07-24-95.

SN: S02 - CS: 12345 - JN: 11111C M-111, from There Village Limits to north of That Road

Design Schedule as of 07/31/95

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated)(Antici or Actual Start Dates	pated) or Actual Finish Dates	Task	Task Description		
01/12/95	01/12/95	01/12/95	01/12/95??	Initial 1	project meeting.		
01/29/95	01/29/95	01/30/95	01/30/95 3330	Conduc	ct Design Survey.		
02/17/95	04/10/95	02/17/95	04/20/95 3360	Prepare	Prepare Base Plans.		
02/29/95	02/29/95	02/29/95	02/29/95 3390	Develo	p the Construction Zone Traffic Control Concepts		
03/12/95	03/13/95	03/12/95	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan		
03/20/95	03/19/95	03/25/95	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan		
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting		
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan		
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.		
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications		
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting		

VERBAL CONTACT RECORD

Control Section 12345 Job Number 11111C Structure Number S02 Date 07/31/95

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.

P/PMS TASK - INDEX - VERSION 2 rev 2

ISSUED 9/29/2000

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
3120 - CONDUCT STRUCTURE DECK CONDITION SURVEY	07/29/99	
3330 - CONDUCT DESIGN SURVEY	07/29/99	
3340 - CONDUCT STRUCTURE SURVEY	07/29/99	
3350 - CONDUCT HYDRAULICS SURVEY	07/29/99	
3360 - PREPARE BASE PLANS	06/22/99	
3361 - REVIEW AND SUBMIT PRELIMINARY RIGHT OF WAY (PROW) PLANS	07/16/99	
3370 - PREPARE STRUCTURE STUDY	06/16/99	
3380 - REVIEW BASE PLANS	06/29/99	
3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS	07/16/99	
3510 - PERFORM ROADWAY GEOTECHNICAL INVESTIGATION	07/29/99	
3520 - CONDUCT HYDROLOGIC, HYDRAULIC AND SCOUR ANALYSES	08/29/00	revised per P. Schriner
3530 - CONDUCT FOUNDATION STRUCTURE INVESTIGATION	07/16/99	
3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN	07/16/99	
3551 - DEVELOP/REVIEW PRELIMINARY TRAFFIC SIGNALS PLAN	07/16/99	added to index 1/5/2000
3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN	07/16/99	
3553 - DEVELOP PRELIMINARY NON - FREEWAY SIGNING PLAN	07/16/99	
3554 - DEVELOP PRELIMINARY FREEWAY SIGNING PLAN	07/16/99	
3570 - PREPARE PRELIMINARY STRUCTURE PLANS	07/16/99	
3580 - DEVELOP PRELIMINARY PLANS	06/30/99	
3581 - FINAL RIGHT-OF-WAY PLANS	07/16/99	
3590 - REVIEW PRELIMINARY PLANS	06/29/99	

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
3670 - DEVELOP MUNICIPAL UTILITY PLANS	06/30/99	
3675 - DEVELOP ELECTRICAL PLANS	07/01/99	
3710 - DEVELOP REQUIRED MITIGATION (FOR INFORMATION ONLY, THIS IS NOT A CONSULTANT TASK)	07/16/99	
3720 - SUBMIT ENVIRONMENTAL PERMIT APPLICATIONS (FOR INFORMATION ONLY, THIS IS NOT A CONSULTANT TASK)	07/16/99	
3821 - COMPLETE/REVIEW TRAFFIC SIGNAL PLANS	07/16/99	
3822 - COMPLETE PERMANENT PAVEMENT MARKING PLAN	07/16/99	
3823 - COMPLETE NON-FREEWAY SIGNING PLAN	07/16/99	
3824 - COMPLETE FREEWAY SIGNING PLAN	07/16/99	
3830 - COMPLETE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN	06/22/99	
3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS	07/02/99	
3850 - DEVELOP STRUCTURE FINAL PLANS AND SPECIFICATIONS	07/29/99	
3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING	07/13/99	
4120 - OBTAIN PRELIMINARY TITLE COMMITMENTS	06/29/99	
4130 - PREPARE MARKED FINAL R.O.W. PLANS	06/29/99	
4140 - PREPARE PROPERTY LEGAL INSTRUMENTS	06/29/99	
5010 - CONSTRUCTION PHASE ENGINEERING ASSISTANCE	07/29/99	